

## Compliance checklist for documentation required for the Packing and Transportation tender

**This list must be completed and returned as part of your tender submission**

Documents to be attached	Documents attached?	
	YES	NO
1. One (1) signed copy of the company registration with Registrar of Companies within Cambodia, and any other official documentation pertaining to the company registration.		
2. Valid copies of all licenses and memberships (provide as many as available)		
3. Evidence that the transporting companies and the TSP operate an established business with permanent address and telephone numbers requirement within Cambodia, and the companies are compliant with all legality in Cambodia.		
4. List of largest clients (by volume) in the past 3 (three) years, demonstrating prior experience with relevant past performance reports. Reference information shall include volume of cargo processed by your firm for this client per year, client contact information (name, positions, phone number, e-mail address and physical address).		
5. Evidence the offeror/quoter has all the licenses and permits required by applicable local law		
6. Names of transporting companies if sub-contracted assigned for road/air/sea freight assignments.		
7. Certificate of Insurance for goods in transit and insurance whilst within warehouse facilities including fire insurance. If the insurance expires throughout the Tender a renewed proof of insurance should be provided or you will be withdrawn from the TOS.		
8. A copy of brochure of the organization with history of the company		
9. Current financial statements as well as the last 3 (three) years financial statements. <ul style="list-style-type: none"> <li>✓ Income (profit-loss) Statement that shows profitability for the past 3 years,</li> <li>✓ Balance Sheet that shows the assets owned and the claims against those assets, or what a firm owns and what it owes. and,</li> <li>✓ Cash Flow Statement that shows the firm's sources and uses of cash during the most recent accounting period. This will help the Government assess a firm's ability to pay its obligations.</li> </ul>		
10. The Customs Broker is compliant to the Cambodian Customs and meet all the Customs clearance requirements at the Customs HQ and port of entry		
11. Current and valid fire extinguisher/sprinkler system inspection certificates for warehouse(s).		
12. Completed pre-warehouse evaluation questionnaire (attached)		
13. One (1) Signed copy of Letter of Intent (See attachment ITEM 9-2 – Letter of Intent).		
14. Rates for services provided (attachment 9.3).		
15. The offeror may provide information on necessary equipment, personnel and financial resources needed to perform the work requested within this Tender.		

**NOTE!** All documents requested in the tender may not be listed above and should still be attached as requested in the tender document. Additional supporting documents may be requested during the evaluation phase.